



The Kentucky Cabinet For Families and Children

Community Based Services Division of Child Care



The Kentucky Early Childhood Trainer Credential Application



PROGRAM INFORMATION

DESCRIPTION: The Kentucky Early Childhood Trainer Credential has been developed by the Cabinet for Families and Children, Department for Community Based Services, Division of Child Care in conjunction with the Governor's Office of Early Childhood Development as a result of the Early Childhood Initiative legislation HB 706, passed in the 2000 legislative session. The purpose of the Early Childhood Trainer Credential is to address training competencies of Early Childhood trainers by establishing trainer levels based on education and experience.

PROFESSIONAL DEVELOPMENT REGISTRY: A Professional Development Registry has been created and will be maintained by the Division of Child Care. The Registry will include the names of all trainers who have been approved for a Kentucky Early Childhood Trainer Credential. The Registry will allow the Division of Child Care to track and issue the Credential. Only trainers with a current Credential will be listed on the Professional Development Registry.

ELIGIBILITY CRITERIA: An applicant must: (1) be at least 21 years of age; (2) have a high school diploma, or equivalent; (3) have 3 years of fulltime related experience in the early childhood field; (4) have completed the "Resources for Early Childhood Trainers" (Trainer Orientation) and if applying for Trainer Level 2 or higher, have completed "Fundamentals of Effective Training" (Trainer Seminar). Other Eligibility Criteria for Level 2 or higher is found in the attached Kentucky Trainer Credential Grid.

APPROVAL PROCESS: Applicant will complete the application, include documentation of education and experience. The completed application will be reviewed on a first come first serve basis. If approved, applicants will receive an approval letter and certificate from the Division of Child Care. Submit the application and verification information to:

The Kentucky Early Childhood Trainer Credential
Interdisciplinary Human Development Institute, University of Kentucky
126 Mineral Industries Building
Lexington, KY 40506-0051
Phone: (859) 257-4015 or Fax: (859) 257-2769
www.ihdi.uky.edu/tipp

RENEWAL PROCESS: The applicant will review the Trainer Grid to determine renewal training hours required for his or her Trainer Level. Documentation must be submitted with application to verify required training hours. Trainer Level 5 and Specialty Trainer do not require additional training hours, but have to complete an application in order to renew their credential. If applicant changes Trainer Level, verification of additional training, education, and experience must be submitted with application. When all verification information is received the application will be reviewed. The applicant will receive a new approval letter and certificate from the Division of Child Care.

KENTUCKY TRAINER CREDENTIAL GRID: The Trainer Grid lists the trainer levels and the requirements for each level. It also defines the training content levels that each trainer is permitted to instruct. The grid should be read from left to right starting with the level for which trainers are applying. All education, experience, and training listed on the Trainer Grid must be verified.

Instructions

1. Indicate on page 3 if this application is an Initial, Renewal, or Update/Change.
2. Review above Program Information.
3. Review attached Training Grid and determine level for which you are applying. Applicant must meet experience and educational requirements for trainer level requested.
4. Provide documentation to verify all experience and education indicated on the application. Include copy of degree(s), transcript(s), resume(s), etc. If the application is not complete or necessary documentation is not included, application will not be reviewed by the Kentucky Early Childhood Trainer Review Team.
5. Complete the application, sign it, and mail to the address listed in the approval process.

Important Note: Remember to attach all documentation at the time this application is submitted to avoid a delay in processing.

The Kentucky Early Childhood Trainer Credential Application

Please check one of the following:

- ☐ Initial
☐ Renewal
☐ Update/Change

Please print or type clearly

PERSONAL INFORMATION – SECTION I

Name: Mr./Mrs./Ms./Dr. _____ Social Security Number: ____-____-____

Home Phone: (____) _____

Birth Date : ____/____/____

Home Address: _____

City: _____ State: _____ Zip: _____ County: _____

Occupation: _____ Place of Employment: _____

Work Address: _____

City: _____ State: _____ Zip: _____ County: _____

Work Phone: (____) _____ Work Fax: (____) _____

E-mail Address: _____

At which address would you prefer to receive mail? ☐ Home ☐ Work

Would you allow your work phone to be published so interested parties may contact you for training? ☐ Yes ☐ No

GENERAL TRAINER INFORMATION – SECTION II

Do you have a high school diploma or equivalent? ☐ Yes ☐ No

Do you have 3 years of paid fulltime related experience in the early childhood field?
(Fulltime – At least 30 hours per week) ☐ Yes ☐ No

Do you currently provide training to child care providers? ☐ Yes ☐ No

Completion Date “Resources for Early Childhood Trainers” _____ (Include copy of training certificate)

Completion Date “Fundamentals of Effective Training” _____ (Include copy of training certificate)

☐ Check here if applying for FET waiver (view guidelines at www.ihdi.uky.edu/tipp)

List counties where you plan to provide training: _____

If applicable, list training organization(s) with which you will be working: _____

TRAINER LEVEL INFORMATION – SECTION III

Review the Kentucky Trainer Grid, then indicate Trainer Level for which you are applying:

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 ☐ Specialty

If you checked Specialty, indicate area of expertise: _____

Please note the following:

Level 1: Valid for three (3) years only, non-renewable. Co-train with credentialed trainer at higher training level.

Level 2: Required twelve (12) hours of co-training with a Level 4 or Level 5 trainer before training solo.

Level 3: Associate degree in early childhood or equivalent thirty (30) credit hours early childhood coursework.

Level 4: If Trainer Seminar 15 hours is not completed, equivalent training must match the curriculum of the "Fundamentals of Effective Training." See www.ihdi.uky.edu/tipp to view waiver guidelines.

Level 5: No training hours are required to renew credential. Related field includes Administration, Social Sciences, Medical.

Specialty: Three years experience in area of expertise required. Does not have to attend "Resources for Early Childhood Trainers" or "Fundamentals of Effective Training"

FORMAL EDUCATION INFORMATION – SECTION IV

Please check all verification information you have attached. Applicant need only submit verification of work and experience required for requested trainer level. Applicant must include copy of diploma(s) and transcript(s), resume, certifications, credentials, etc. with this application and send to the Interdisciplinary Human Development Institute, University of Kentucky.

☐ High School Diploma/Equivalent

☐ CDA

☐ Associate Degree, indicate field of study: _____

☐ Bachelors Degree, indicate field of study: _____

☐ Masters Degree, indicate field of study: _____

☐ Doctorate, indicate field of study: _____

☐ Transcript(s), indicating courses and degree awarded

☐ Training certificates (include "Resources for E.C. Trainers" & "Fundamentals of Effective Training" certificates)

☐ If applying for FET waiver, documentation supporting equivalency of training in FET curriculum

☐ Certifications, Licenses, Credentials

☐ Current Resume, include employment history with dates (must reflect minimum number of years of experience required for trainer level for which you are applying), major job responsibilities, hours worked per week, etc.

☐ C.E.U. Documentation

☐ Documentation of 3 College Credit Hours of Formal Early Childhood Training (Level 2 and Level 4)

CHECKLIST FOR INITIAL APPLICATION

- ☐ Completed all blanks on application form
- ☐ Included signature in Certification Box
- ☐ Included copies of resume(s), transcript(s), training certificates, etc.

CHECKLIST FOR CORE CONTENT SUBJECT AREAS

Please check the Core Content subject area(s) for which you are qualified to train:

- | | |
|---|--|
| <input type="checkbox"/> Child Growth & Development | <input type="checkbox"/> Child Assessment |
| <input type="checkbox"/> Health, Safety, & Nutrition | <input type="checkbox"/> Family & Community Partnerships |
| <input type="checkbox"/> Professional Development/Professionalism | <input type="checkbox"/> Program Management & Evaluation |
| <input type="checkbox"/> Learning Environments & Curriculum | |

CHECKLIST FOR RENEWAL APPLICATION

Credential Number: _____ Issue Date: _____ Expiration Date: _____ Trainer Level: _____

- ☐ Completed all blanks on application form
- ☐ Included signature in Certification Box
- ☐ Included documentation of required annual training as specified on the Trainer Grid for your trainer level
- ☐ Included copies of resumes(s), transcript(s), training certificate(s), etc. for any additional work experience, college credit hours, C.E.U. s, or training

CERTIFICATION BOX

I certify that all information provided in and attached to my application is true and correct.

Signature of Applicant _____

OFFICE USE ONLY

Date Received _____

Renewal Date _____

The Kentucky Trainer's Credential

TRAINER LEVELS	EDUCATION & EXPERIENCE	REQUIREMENTS: ALL APPLICANTS MUST BE AT LEAST 21 YEARS OF AGE	PERMITTED TRAINING LEVELS	RENEWAL PERIOD
1	<ul style="list-style-type: none"> - H.S. Diploma or equivalent - At least 3 years related experience in field of early childhood 	<ul style="list-style-type: none"> - Complete Trainer's Orientation 	<ul style="list-style-type: none"> - Co-train single topic with credentialed trainer at higher training level 	<ul style="list-style-type: none"> - Valid for three years - Non-renewable
2	<ul style="list-style-type: none"> - At least a CDA with 3 years FT* experience in field of early childhood <u>OR</u> - 10 YEARS FT*RELATED EXPERIENCE IN RELEVANT CORE CONTENT, INCLUDING FORMAL EARLY CHILDHOOD TRAINING EQUALING 45 CLOCK HRS; 4.5 OR C.E.U.S; OR 3 COLLEGE CREDIT HOURS 	<ul style="list-style-type: none"> - Complete Trainer's Orientation - Complete Trainer's Seminar 	<ul style="list-style-type: none"> - Training hours as required by the Division of Licensed Child Care - Child Care Credential training or initial 60 hours of CDA training through an approved training organizations (Levels 1 and 2 of the Rubric for levels of Training/Professional Development) - Co-train higher (60-120 hours) CDA level with a level 4 and 5 Trainer through a approved training organizations - Co-train 12 hours with a Level 4 or Level 5 trainer before training solo 	<ul style="list-style-type: none"> Renewable every three years by application, including documentation of: - Training in EC field equaling 45 clock hours 15 hours adult learning theory and 30 hours in early childhood, 4.5 C.E.U.s or 3 hours college credit from date of credential - Remain updated on state and national early childhood issues. State updates available at websites
3	<ul style="list-style-type: none"> - Associate degree in early childhood or the equivalent of 30 credit hours in early childhood coursework -3 years FT* related experience in early childhood field <u>OR</u> - Associate level Registered Nurses (RN) providing training through the Healthy Start in Child Care Program only 	<ul style="list-style-type: none"> - Complete Trainer's Orientation - Complete Trainer's Seminar 	<ul style="list-style-type: none"> - Training hours as required by the Division of Licensed Child Care Levels 1,2,and 3 on Rubric for Levels of Training/Professional Development - Child Care Credential or CDA preparation, through an approved training contractor - Train Levels 1,2,and 3 on Rubric for Levels of Training/Professional Development, through an approved training vendor 	<ul style="list-style-type: none"> Renewable every three years by application, including documentation of: - Training in EC field equaling 45 clock hours 15 hours adult learning theory and 30 hours in early childhood, 4.5 C.E.U.s or 3 hours college credit from date of credential - Remain updated on state and national early childhood issues. State updates available at websites

The Kentucky Trainer's Credential

4	<ul style="list-style-type: none"> - At least a Bachelor's degree in early childhood, and - 1 years FT* related experience in early childhood field <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> - At least a Bachelor's degree other than early childhood, and - At least 1 year FT* related experience in EC field, including the equivalent of 3 credit hours in child development <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> - Bachelor level Registered Nurses (RN) providing training through the Healthy Start in Child Care program only 	<ul style="list-style-type: none"> - Complete Trainer's Orientation - Complete Trainer's Seminar 15 hours (OR submit documentation of equivalent training) 	<ul style="list-style-type: none"> - Training hours as required by the Division of Licensed Child Care, Levels 1,2,3,4 - Train Levels 1,2,3 and 4 tracks on Rubric for Levels of Training/Professional Development, through an approved training organization 	<p>Renewable every three years by application, including documentation of:</p> <ul style="list-style-type: none"> - On-going training in EC field equaling 45 clock hours 15 hours adult learning theory and 30 hours in early childhood, 4.5 (3) C.E.U.s or 3 hours college credit from date of credential - Remain updated on state and national early childhood issues. State updates available at websites
5	<p>-- At least a Master's degree in early childhood or related field</p> <p>- 1 year FT* related experience in Early Childhood field</p> <p style="text-align: center;"><u>OR</u></p> <p>- Master level Registered Nurses (RN) providing training through the Healthy Start in Child Care program only</p>	<ul style="list-style-type: none"> - Complete Trainer's Orientation - Complete Trainer's Seminar 15 hours (OR submit documentation of equivalent training) 	<ul style="list-style-type: none"> - Train at all training levels (1-5). 	<p>Renewable every three years by application, Remain updated on state and national early childhood issues. State updates available at websites</p>
SPECIALTY TRAINER	<p>Current license, certificate, or credential and at least three years related experience in area of expertise in which topic is being trained</p>		<ul style="list-style-type: none"> - Special training ONLY in area of expertise - Training hours as required by the Division of Licensed Child Care through an organization ONLY in area of expertise 	<p>Renewable every three years by application, including proof of current license, certificate, or credential in area of expertise</p>

Full Time (at least 30 hours/week)

Adopted by the Early Childhood Development Authority 10-26-01.